

## CHAPTER 1. Administration

Number	Title	Date	Pages
100.1	Promulgation and Revision of Department Policy	12/01/14	6
101	Administrative Responsibility of Managers	12/01/14	5
102	Code of Ethics	12/01/14	3
102.1	Outside Employment	12/01/14	2
103	Personnel Management	12/01/14	5
103.1	Staff Assignments and Reassignments	12/01/14	3
103.2	Sexual Harassment	12/01/14	4
103.3	Grievance	12/01/14	4
103.4	Time, Attendance, and Leave Requirements	04/17/15	5
104	Code of Conduct	12/01/14	4
105	Management Response to Flagrant/Non-Flagrant Violations	12/01/14	4
106	Emergency and Staff Coverage	12/01/14	3
106.1	Attendance at Professional Meetings	02/15/04	2
106.3	Background Checks	12/01/14	2
106.4	Replacement of Damaged or Destroyed Employee Personal Property	12/01/14	2
106.5	Administrative Duty Officer	12/01/14	2
106.6	Equal Employment Opportunity	12/01/14	2
106.10	Travel	12/01/14	3
106.12	DJJ Sponsored Training with University Credit	02/15/04	4
107	Fiscal Management	12/01/14	5
107.1	Procurement	04/17/15	4
107.2	Procurement Card	04/17/15	6
108	Professional Fees and Dues	12/08/14	2
109	Employee Exit Interview	12/01/14	2
110	General Security Guidelines	9/15/16	3

CHAPTER 1. Administration			
Number	Title	Date	Pages
111	Use of Vehicles	12/01/14	3
112	Volunteers and Student Interns	12/01/14	4
113	Citizen Advisory Committees	12/01/14	3
114	Staff and Visitor Meals	10/26/16	2
115	E-mail and Internet Access	12/01/14	6
116	Staff Dress and Appearance	10/24/16	2
118	Insurance	12/01/14	2
119	News Media Contacts	12/01/14	3
121	Youth Access to Courts, Attorneys and Law Enforcement Officials	03/01/01	3
122	Legal Assistance for DJJ Staff	09/13/10	3
126	Construction, Expansion or Renovation of Physical Properties	02/15/04	2
126.1	Facility Physical Plant Requirements	01/18/06	2
127	Research Projects	08/01/02	6
130	Cooperation with Community Agencies and Educational Institutions	02/15/04	2
131	Light Duty Assignment	12/01/14	2
131.1	DJJ Americans With Disabilities Amendments Act and Reasonable Accommodations Protocol	12/01/14	3
132	Privacy of Health Information	03/04/03	11
133	Ombudsman	12/01/14	2
134	Records Requests	12/01/14	7
140	Reporting of Special Incidents	12/01/14	2
142	Staff Involved in Special Incident Allegations	12/01/14	3
145	Quality Assurance Monitoring Program	12/01/14	2
147	Death of a Youth	08/01/02	4
149	Information Systems	12/01/14	3
150	Video Surveillance	12/01/14	2